

PLAIN TEXT RESUME — For Web-based Applications

First name Last name

City, State, Zip Code

555.555.5555

Firstname.Lastname@gmail.com

OBJECTIVE

2nd shift Assembly or Production position

WORK HISTORY

General Laborer, 20__ - 20__ Company A Name Anytown, Minnesota

- Quickly learned how to operate sophisticated machinery with fast-tracked training in the operator's temporary absence
- Met daily shipment quota to shrink wrap, palletize and place product in priority spots
- Operated forklift to safely move product pallets to loading dock for waiting trucks

Order Picker, 20__ - 20__ Company B Name Suburbia, Minnesota

- Accurately filled orders by hand picking products from warehouse inventory
- Recognized by supervisor for consistently exceeding output quotas
- Followed order packing instructions and fragile item protocols

Truck Unloader, 20__ - 20__ Company C Name Big City, Minnesota

- Unloaded merchandise from truck, placed on carts, and delivered to restocker
- Skilled in use of RFID tags, scanners, and inventory control computer software
- Used math skills to calculate and complete delivery overage reports

Stock Associate, 20__ - 20__ Company D Name Big City, Minnesota

- Reduced turnaround time by 15% for all customer exchanges or returns
- Safely and quickly completed inventory in temperature controlled settings
- Organized work team to check product expiration dates and remove expired items

VOLUNTEER EXPERIENCE

- | | | |
|---------------------------|--------------------------|---------------------|
| - Food Sorting Shift | Product Rescue Center | Anytown, Minnesota |
| - Grocery Floor Assistant | Suburban Area Food Shelf | Suburbia, Minnesota |
| - Greeter | County Hospital | Big City, Minnesota |

TRAINING

- Lean Warehousing 2-day in-service by Company B
- Conveyor and hoist operation and maintenance training by mentor
- Units Moved Workshop - correct use of Track, Trace and Control to reduce costs

EDUCATION

Diploma Jones Thomas High School Big City, Minnesota